

MICHIGAN SENATE
SENATE BUSINESS OFFICE-OFFICE OF THE DIRECTOR
POSITION POSTING

NONPARTISAN LEGAL COUNSEL

SUMMARY

Under the supervision of the Director, the Nonpartisan Legal Counsel serves as a legal advisor to the Senate Business Office, providing legal oversight and analysis of nonpartisan affairs.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provide legal advice to the Director and senior managers regarding nonpartisan affairs.
- Ensure policies, procedures, and controls are reasonably designed to comply with internal standards and applicable laws and rules.
- Lead project management initiatives, as requested by the Director.
- Review documentation, procedures, and work flow related to employment processes (hiring, supervision, discipline, and separation) administered by the human resources department. Ensure compliance with employment laws, rules, and policies.
- Anticipate issues and estimate risks strategically. Evaluate and consider multiple inputs and impacts of decision making. Offer good judgement and well-supported recommendations to the Director and other senior managers.
- Draft and review various documents including but not limited to procurement solicitations, business contracts, real estate leases, job descriptions, human resources paperwork, policies, and guidelines.
- Serve as a liaison to other Senate departments and offices, vendors, state agencies, and the public, as requested by the Director.
- Collaborate with the Michigan Senate Police Department (MSPD) to provide coordinated responses to reported incidents and facilitate information sharing where possible.
- Collaborate with partisan Legal Counsel on legal matters involving the Senate and its members and staff.
- Perform other duties, as requested by the Director.

MINIMUM QUALIFICATIONS

- Juris Doctor (JD) degree from an accredited law school with minimum 3.0 GPA
- Three to five years of legal experience, preferably in a law firm or corporate setting
- Active member of State Bar of Michigan in good standing
- Demonstrated knowledge and ability to perform primary duties and responsibilities
- Excellent written and oral skills, including ability to communicate complex legal issues in a clear and understandable manner to lay persons
- Willingness and ability to work irregular hours, including evenings, weekends, and holidays, as necessary
- Ability to work independently and collaboratively in a group

Status: Full-time with a standard benefits package.

Salary: Starting at \$90,000. Compensation commensurate with experience.

Governing Caucus: Nonpartisan

This is a non-civil service, nonpartisan, at-will position.

**Interested applicants please direct inquiries, cover letters, and resumes by 5:00 p.m.,
Friday, May 18, 2018:**

Senate Business Office-Office of the Director
Attn: Human Resources Department
P.O. Box 30036
Lansing, Michigan 48909

Or e-mail to
resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.